

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, AUGUST 12, 1999
8:30 A.M.**

Commissioners Present: Kathy Campbell, Chair
Bob Workman
Linda Steinman
Bernie Heier

Commissioners Absent: Larry Hudkins

Others Present: Kerry Eagan, Chief Administrative Officer
Dave Johnson, Deputy County Attorney
Bruce Medcalf, County Clerk
Gwen Thorpe, Deputy County Clerk
Ann Taylor, County Clerk's Office

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, AUGUST 5, 1999

Campbell requested that the ninth paragraph on Page 8 be amended to read "Campbell suggested that the County Attorney visit with the County Sheriff and come up with a list of criteria for any Special Event in an unincorporated area that the Board will require training by hospitality."

Terry Wagner, Lancaster County Sheriff, stated that third paragraph should also be amended to reflect his suggestion that deputies working off-duty for those events should be required to work awhile longer, which will not result in additional expenses for the County.

MOTION: Steinman moved and Workman seconded approval of the minutes, with those corrections. On call Steinman, Workman, Heier and Campbell voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

- a. Problems with Conversion of the Clerk of the District Court's Clerk's Automated Receiving and Tracking System (CARATS) to the State's Judicial Users System to Improve Court Efficiency (JUSTICE)
- b. Southeast Community College Budget Presentation

MOTION: Steinman moved and Workman seconded approval of the additions to the agenda. On call Steinman, Workman, Heier and Campbell voted aye. Motion carried.

3 SALARIES FOR UNCLASSIFIED, UNREPRESENTED EMPLOYEES - John Cripe, Classification and Pay Manager; Georgia Glass, Personnel Director

John Cripe, Classification and Pay Manager, recommended a 3.4% salary increase and an increase of \$8.44 in the Post Employment Health Plan (PEHP) contributions for employees in the unrepresented, classified service group. He stated the combined increase of 3.8% is the national average for employees in the public sector. Cripe also noted that increasing the PEHP contribution rate will reduce annual administrative fee charges.

NOTE: The Board will take action on this item at the Tuesday, August 17th County Board of Commissioners Meeting.

Cripe briefly reviewed results of a recent regional comparability study for appointed staff and employees in the unclassified, unrepresented group. Counties responding to the survey were identified as follows:

- * Douglas County, Nebraska (Includes the City of Omaha)
- * Minnehaha County, South Dakota (Includes the City of Sioux Falls)
- * Polk County, Iowa (Includes the City of Des Moines)
- * Sedgwick County, Kansas (Includes the City of Wichita)
- * Shawnee County, Kansas (Includes the City of Topeka)
- * Green County, Missouri (Includes the City of Springfield)
- * Black Hawk County, Iowa (Includes the City of Waterloo)
- * Linn County, Iowa (Includes the City of Cedar Rapids)

In addition, comparisons for Attorney I and Attorney II positions were made with City of Lincoln, State of Nebraska and U.S. Department of Justice.

Workman requested Cripe to also seek comparability information for the position of Emergency Management Director.

Board consensus to schedule further discussion of salaries for appointed staff and employees in the unclassified, unrepresented group on the agenda for the Thursday, August 19th County Board Staff Meeting. A written summary of the comparability study will be presented at that time.

4 MICROCOMPUTER REQUESTS FOR FY 1999-2000 - Dave Kroeker, Budget & Fiscal Officer, Doug Thomas, Information Services Director; Ken Kuszak, Microcomputer/Network Support Coordinator

Dave Kroeker, Budget & Fiscal Officer, briefly reviewed the following materials (Commissioners' Information Packet):

- * *Microcomputer Fund P.C. Requests for FY00*
- * *Microcomputer Purchases From Microcomputer Fund*

Doug Thomas, Information Services Director, reported that the County Attorney's request has been reduced to \$77,293, which will allow for the purchase of 7 desktop and 15 laptop computers in FY00. He noted the intent is to eventually equip all of the attorneys in that office with laptop computers, including docking stations and the ability to tie into the network.

In response to a question from Eagan, Thomas stated that ongoing caseloads and availability for courtroom presentations were cited as reasons that sharing of laptops by attorneys would be problematic.

Steinman asked whether attorneys receiving laptops would also have desktop computers.

Thomas indicated they would not.

Workman questioned home use of the laptops and whether less expensive models with less capacity on the hard drive would meet their needs.

The Board requested Thomas to review the request in a more detailed manner with the County Attorney.

The County Extension Office's microcomputer request was reviewed, with Board consensus to seek additional information.

Additional discussion focused on the Register of Deeds' request for a Geographic Information System (GIS) workstation, with a suggestion from Kroeker that the request be held until midyear to allow for input from the GIS Committee.

MOTION: Workman moved and Steinman seconded approval of the Microcomputer Fund Requests, with the exception of the Register of Deeds' request for one (1) Geographic Information System (GIS) workstation, which will be reviewed at mid-year, and the requests from the County Attorney and County Extension Office; and requested that the County Attorney and County Extension Agent appear at a County Board Staff Meeting to discuss their requests in further detail. On call Workman, Steinman and Campbell voted aye. Heier was absent from voting. Motion carried.

5 REGULATION OF BILLBOARDS UNDER COUNTY ZONING REGULATIONS - Dave Johnson, Deputy County Attorney; Mike DeKalb, Planning Department

Mike DeKalb, Planning Department, distributed copies of Article 16 of the Lancaster County Zoning Regulations and a County Zoning Map indicating ten potential sites in the County on which billboards could be erected that would meet zoning requirements (Exhibit A). He remarked that the City's recently enacted moratorium on billboards, which expires on February 6, 2000, could have a ripple effect on the County.

Dave Johnson, Deputy County Attorney, presented a report summarizing research of the Lancaster County Zoning Regulations and Nebraska Revised Statutes which govern placement of billboards in the County (Exhibits B & C). He stated only two zoned areas, Business District (B) and Industrial District (I), permit the use of billboard signs that are not related to the land or premises, with Industrial District (I) zoning affording more opportunities for placement.

Steinman proposed that the County enact a billboard moratorium to mirror that of the City's.

Johnson recommended that the County Board seek a text amendment to the Lancaster County Zoning Regulations through the Planning Commission to provide for a moratorium on billboard placement in the County. He noted that following this process will provide sufficient notice to sign companies of the County's intent.

DeKalb reported that the City had requested and received written assurances from Lamar Outdoor Advertising, Gray Outdoor Advertising and Waite Outdoor Advertising that they would not seek additional billboard permits during the moratorium period. He suggested the County seek similar assurances from those companies.

The Board concurred and requested Eagan to draft a letter to the sign companies.

MOTION: Steinman moved and Workman seconded to place an item on the Tuesday, August 17th County Board of Commissioners agenda requesting the Planning Department to initiate a text change to the Lancaster County Zoning Regulations to provide for a moratorium against billboards in all zoning districts, to expire February 6, 2000, and to request a report from the County Attorney's Office on the process. On call Steinman, Workman, Heier and Campbell voted aye. Motion carried.

Campbell indicated that she will contact the Mayor's Office and request that a member of the County Board be permitted to attend meetings of the Mayor's Billboard Advisory Task Force. Steinman and Workman agreed to split this duty.

6 MENTAL HEALTH EXAMINATIONS AND RECOMMENDATIONS UNDER JUVENILE EXPEDITER SERVICES PLAN (\$7,500 FROM NEBRASKA CRIME COMMISSION GRANT) - Kit Boesch, Human Services Administrator

Kit Boesch, Human Services Administrator, reported that Child Guidance Center has the credentials necessary to perform mental health examinations and recommendations under the Juvenile Expediter Services Plan, so a contract with Charles Thiesen will not be necessary.

Nebraska Department of Correctional Services Grant

Boesch reported that the Lancaster County Justice Council applied for a Nebraska Department of Correctional Services Grant in the amount of \$263,000 to establish an Office of Community Justice for men and women in the community. Funding in the amount of \$103,400 was received, \$61,500 of which is designated for one-time equipment and set-up costs.

Boesch reported that since full funding was not received, the Community Team has recommended that the focus of the grant project be revised to direct assistance to women in, and at risk of entering, the criminal justice system. She noted that a survey of needs for this target population has been completed and this data will assist the project.

Boesch requested that the County Board proceed with acceptance of the grant funding, noting a press conference with Harold Clarke, Department of Correctional Services Director, and Lt. Governor Maurstad is scheduled for 9:a.m. on Friday, August 13th in the Mayor's Conference Room, at which time a check for the amount of the grant will be presented. She requested that a member of the County Board attend the press conference, and suggested Commissioner Heier, as he serves as Chair of the Board of Corrections.

Campbell suggested that the presentation be scheduled during a County Board of Commissioners Meeting instead, to allow for participation by all members of the County Board and television broadcast. She requested that a memo be sent to members of the Management Team notifying them that press conferences announcing receipt of awards or grants should be scheduled, whenever possible, in conjunction with a County Board of Commissioners Meeting.

Boesch agreed to check on whether rescheduling of the presentation is acceptable to the other parties.

NOTE: The Board will take action on the grant contract at the Tuesday, August 17th, County Board of Commissioners meeting.

7 FAMILIES FIRST & FOREMOST GRANT UPDATE - Kit Boesch, Human Services Administrator

Kit Boesch, Human Services Administrator, reported briefly on the Families First & Foremost Grant, a 7 million dollar, community-based grant focusing on children's mental health needs, noting the following recommendations from the Community Management Team:

- * That the County immediately proceed to negotiate a contract with St. Monica's Women's Substance Abuse Treatment Programs for Sheryl Schrepf, Executive Director, to serve as Interim Director for the F3 project
- * That Schrepf and the County, in conjunction with the Partnership Cabinet, select a location and set up an office

Campbell noted that Schrepf will report directly to the County Board and Boesch will serve as liaison to the Community Management Team in oversight of the grant.

In response to a question from Workman, Boesch stated grant duration is five years, one of which has been completed.

Campbell explained that money the County is currently expending on children's mental health services is considered match for the federal grant. Funds the County is spending to change the system, such as hiring of the Juvenile Expediter, will also count as match, with the objective that funding be redirected, rather than requiring an infusion of new dollars. She noted the County will eventually be required to assume funding of services, or identify other sources of funding such as the State and Region V, the County's partners in the grant.

Eagan recommended that the County Attorney's Office be requested to prepare any contracts deemed necessary and counsel the Board.

MOTION: Heier moved and Steinman seconded to accept those recommendations, as outlined. On call Heier, Steinman, Workman and Campbell voted aye. Motion carried.

8 ACTION ITEMS

- a. Rent Increase for Lincoln Action Program at Trabert Hall

Board consensus to notify Lincoln Action Program of the County Board's intent to proceed with the rent increase, as quoted.

9 CONSENT ITEM

- a. Vacation Request from Russ Shultz, Noxious Weed Control Authority Superintendent, for Tuesday, August 19 through Monday, August 25, 1999

MOTION: Steinman moved and Heier seconded approval. On call Steinman, Heier, Workman and Campbell voted aye. Motion carried.

ADDITIONS TO THE AGENDA

- a. Problems with Conversion of the Clerk of the District Court's Clerk's Automated Receiving and Tracking System (CARATS) to the State's Judicial Users System to Improve Court Efficiency (JUSTICE)

Eagan reported that electronic conversion of the Clerk of the District Court's Clerk's CARATS system to the State's JUSTICE system did not include a full case history, creating a significant problem for real estate title companies. A meeting with Ron Bowmaster, State of Nebraska Intergovernmental Data Processing, and representatives of the real estate title companies is scheduled at 2 p.m. to discuss the problem in further detail.

- b. Southeast Community College Budget Presentation

Board consensus to schedule this item on a Tuesday, County Board of Commissioners Meeting agenda.

10 ADMINISTRATIVE OFFICER REPORT

- a. Resignation of Pat Norris from Ecological Advisory Committee

The Board requested Eagan to review the Ecological Advisory Committee bylaws to determine whether that body is responsible for making a recommendation of appointment.

- b. Proposed Policy Regarding Involvement of Records & Information Manager in County Records Projects

This item will be scheduled on the agenda for the Tuesday, August 17th County Board of Commissioners Meeting.

- c. Schedule Presentation of Rural Address Committee Report and Recommendations

Board consensus to schedule the presentation on a Tuesday, County Board of Commissioners Meeting agenda.

- d. Community Mental Health Director Advertising Costs

Eagan reported advertising costs for general circulation newspapers in Omaha, Nebraska; Des Moines, Iowa; and Minneapolis, Minnesota.

Board consensus to advertise the position in the Omaha and Des Moines newspapers and on the InterLinc, JobBot and ApoMart Internet websites.

11 DISCUSSION OF BOARD MEMBER MEETINGS

- a. Joint Budget Committee - Campbell, Steinman

Campbell reported that discussion focused on the following:

- * A grant to Leadership Lincoln for a youth center (Includes a \$15,000 carryover from the Youth Consortium)
- * A report on the Indian Center (Funding on hold pending review and development of a plan of action)

- b. Region V F3 Project - Campbell, Steinman

No further report was given.

ADJOURNMENT

By direction of the Chair, the meeting was adjourned.

Bruce Medcalf
Lancaster County Clerk